

Contracts-Checklists

**Subject: Urbanized Area Funding Application Process, Including
 the FHWA Transfer (Flex) Process**

Information:

This procedure is for urbanized area transit agencies to receive State funding match for Federal Transit Administration (FTA) funding applications. There is separate guidance for applications involving only FTA program funding and for applications requiring funds to be transferred from Federal Highway Administration (FHWA) programs.

Actions Needed:

1. Instructions for fund applications involving only FTA program funding.

- A. Enter information in “Application for Federal Assistance” application and submit to FTA.
- B. Submit a copy of the application with the official FTA MI number to the Passenger Transportation Division (PTD) project manager. The project manager will forward a copy of the application to the unit supervisor to be considered for match funding from the Comprehensive Transportation Fund.
- C. When the application has been awarded funding by the FTA, forward a copy of the FTA award notification pages to the PTD project manager. The project manager will forward a copy of the application to the unit supervisor. Receipt of the award notification indicates to PTD that the application is ready to have match funds made available and that the MDOT project authorization or contract may be initiated. The MDOT contract approval process for project authorizations and contracts usually takes about three months.

2. Instructions for funding applications involving Federal Highway Administration (FHWA) program funds which must be transferred (flexed) to FTA.

Examples of FHWA Surface Transportation Program (STP) funding programs are: Urban Program; Minimum Allocation Program; Transportation Economic Development Fund; Congestion Mitigation/Air Quality Program; Intelligent Transportation System Program.

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- A. Enter information in FTA Application for Federal Assistance. Clearly identify the transfer-fund project, the amount of funds, and the FHWA program from which the funds are being transferred.
- B. Contact FTA representative to receive an official MI application number.
- C. Forward a copy of the FTA application with the official MI number to the PTD project manager. The project manager will forward a copy of the application to the unit supervisor to initiate the transfer of FHWA program funds. The transfer process usually takes two months.

NOTE: To transfer FHWA program funds, the funding project must be included in the urbanized area's current Transportation Improvement Program, and FHWA obligational authority for the area must be available. Transfers are usually prohibited from early/mid- September until October 1 to enable completion of the fiscal year-end reporting process.

- D. When FTA receives notification from the U.S. Department of Treasury that the transfer funds are available, FTA will put the application in "submit" status and obtain the transfer funds. The application will then be considered for the FTA award process.
- E. When the application has been awarded funding by FTA, forward a copy of the FTA award notification pages to the PTD project manager. The project manager will forward a copy of the application to the unit supervisor. Receipt of the award notification indicates to PTD that the application is ready to have match funds made available and that the

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MDOT project authorization or contract may be initiated. The contract approval process for project authorizations and contracts usually takes about three months.

Contact: If you have questions, please contact your project manager.

Signed By:	Sharon L. Edgar	3/28/2003
Approved:	_____	_____
	Division Administrator	Date

PTD:TSS:UU:WB